

# **City of Yukon - General Employees Pay Plan**

## **Inspector I**

### **Job Description**

**Exempt:** No  
**Department:** Development Services Inspector 1  
**Reports To:** Development Services Director  
**Location:** Development Services Department  
**Date Prepared:** May 28, 2012  
**Date Revised:** July 1, 2014

#### **GENERAL DESCRIPTION OF POSITION**

Enforce provisions of the City's Municipal Codes including zoning laws and health and safety and construction codes, perform inspections and searches, issues citations, notices and orders and respond to related complaints and questions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Reviews and/or inspects all aspects of building construction to ensure compliance with City Codes (Building, Electrical, Gas, Mechanical, Plumbing, Sign, Utilities, etc.)
2. Enforce Municipal Code regulations such as public sanitation and health and licenses, streets, building and planning and zoning ordinances.
3. Receive complaints concerning code enforcement from the public and other departments by telephone or correspondence; investigate complaints or public nuisances and code violations.
4. Perform field checks of contractors and sub contractors for proper licenses or permits; review building applications to determine that buildings, adjacent structures and land usage are in conformity with Health and Safety Regulations.
5. Write citations for violations and perform office follow up work on citations; prepare complaints for filing.
6. Answer questions and provide information for the public concerning topics related to Code Enforcement.
7. Prepare and maintain a variety of files and prepare reports.
8. Perform any other related duties as required or assigned.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 3 years related experience and/or training. Or equivalent combination of education and experience.

**COMMUNICATION SKILLS**

Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

**CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid Oklahoma Drivers License with clean driving record

Prefer a minimum Oklahoma Plumber Journeymen License and/or Electrical Journeyman license. ICC Commercial and Residential Inspector Certifications for Plumbing, Mechanical, Electrical and Building, must be obtained within two (2) years of employment

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Prefer possession of a Oklahoma Plumber Journeymen License and/or Electrical Journeyman license

.

**SOFTWARE SKILLS REQUIRED**

Basic: Contact Management, Database, Other, Spreadsheet, Word Processing/Typing

**INITIATIVE AND INGENUITY****SUPERVISION RECEIVED**

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

**PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

**DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

**MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

**SUPERVISORY RESPONSIBILITIES**

No supervision.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$25,000,000 to \$50,000,000.

**ACCURACY**

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

**ACCOUNTABILITY****FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

**ANNUAL MONETARY IMPACT**

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

**IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

**PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

**EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

**WORKING CONDITIONS**

Outside or inside working environment, wherein there are potential hazardous working conditions and life-threatening situations exist (fire, chemicals, electrical sources, heights, dangerous people, etc.) part of the time.

**ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, outdoor weather conditions, risk of electrical shock; frequently exposed to wet or humid conditions, extreme cold, extreme heat; and occasionally exposed to toxic or caustic chemicals, risk of radiation, vibration. The noise level in the work environment is usually loud.

**PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and occasionally required to taste or smell. The employee must occasionally lift and/or move up to 100 pounds; regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

**ADDITIONAL INFORMATION**

Not indicated.